



## **U.S. EMBASSY ZAGREB - PUBLIC AFFAIRS OFFICE**

### **Promoting American Arts Grants Program**

#### **OVERVIEW:**

The goal of the Embassy's Promoting American Arts Grants Program is to share the richness and diversity of American culture with the Croatian public and to support cultural dialogue between the United States and Croatia. For this call, the Embassy is seeking projects that range in cost from \$1,000 to \$8,000 and that have outstanding artistic, cultural, and educational merits. Grants are awarded to non-profit organizations and institutions for artistic and cultural performances, guest speakers/directors/performers, the rights to American works, exhibits, workshops, etc., that further these goals.

#### **SPECIFICS:**

##### **Application process:**

Project proposal must be written in English and must include:

- A one-paragraph overview of the project
- Description of the project activities, including follow-up activities (**max. 2 pages – the committee will not review proposals in which the description exceeds two pages**)
- Detailed budget in **US \$** (total amount from \$1,000 to \$8,000). Please include only the costs you are asking the Embassy to cover (**the committee will not review projects with budgets written in kuna**).
- Description of your target audience
- Proposed dates and venues for your program
- Description of any cost-sharing by the host or other institutions
- CV for project leader(s) and U.S. guests, if applicable

##### **Financial guidelines:**

- Grants must be used to fund activities that take place in Croatia.

- Embassy grants **cannot** be used to fund religious organizations or political activity; humanitarian or charitable activities; individual trips abroad; trade activities; fundraising campaigns; commercial projects; scientific research; or representational expenses (lunch, alcoholic beverages, etc.).
- The Embassy reserves the right to offer partial funding for any project.

### **What are we looking for in your proposal?**

- Clear and concise descriptions of the program's goal and activities
- A project with strong artistic merit
- A program component that helps build and enhance relationships between Croatia and the United States and/or introduces a new element of American culture to Croatia
- An educational component, such as a workshop or master class by a visiting artist
- Projects that benefit a wide group of people or have a plan to amplify the results among the public
- Cost-sharing, either by the host institution or from other sources
- A budget with actual costs, rather than estimates
- A budget with line items clearly broken down. Example: instead of "\$400 for accommodation," your budget should specify "X nights accommodation at \$Y per night for Z number of U.S. speakers."
- **\*\*Please spell-check your proposal before sending it\*\***

### **Submission of proposals**

- Proposal must be written in English and submitted **by midnight on December 13, 2015** via e-mail to zagrebculturegrants@state.gov. Late submissions will not be considered.
- You should receive an auto-reply stating that your email has been received. If you do not receive such a reply within 4 hours, please contact Ms. Nikolina Paic at paicn@state.gov.
- Proposals will be reviewed by a committee and applicants will receive emails regarding the results by **early February**. Please bear this timeframe in mind when planning your project as the Embassy cannot reimburse for costs incurred before the grant is signed.
- Every grantee will be required to submit a timely financial and narrative report.
- Questions about the program can be addressed to Ms. Nikolina Paic at [paicn@state.gov](mailto:paicn@state.gov)